



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

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Mission Statement: "TO PROVIDE A SAFE, QUALITY ENVIRONMENT FOR ALL ISLANDERS THROUGH RESPONSIBLE GOVERNMENT"

SPECIAL EVENT APPLICATION AND FEE SHEET

(Special Event Approval Provisions from Village of Key Biscayne Code Ch. 17-5;
Fee Schedule from Miami-Dade County Code)

A Special Event Permit is required for any event that takes place on public or private property. The Special Event application form must be completed and submitted not less than twenty (20) days in advance of the event. A Special Event may not be held unless it has been approved by the Village Manager pursuant to the procedures set forth below and in the attached application.

REQUIREMENTS:

1. Completed application and non-refundable permit fee pursuant to the attached fee schedule. The MINIMUM FEE FOR A SPECIAL EVENT PERMIT IS \$41.00.
2. Certificate of Insurance.
3. Site plan of the event showing all temporary installations in relation to the surroundings. The site plan must show a detailed diagram of the event including the location of concession booths, portable toilets, dumpsters, public, emergency and accessible routes, parking, banners and signs, tents, location of stages, entertainment and orientation of loudspeakers, locations for electricity and water, and other relevant information.

The person in charge of the event must be present at the event and remain at the location for the entire duration of the event.

FEE SCHEDULE:

Unusual Uses, Special Permits, Business and Industrial Use Variance

DESCRIPTION	ORIGINAL FEE	ANNUAL RENEWAL FEE
All unusual uses, except the following	\$210.00	\$210.00
Churches	None	None
Airport, commercial dump permits, racetracks, stadiums	\$420.00	\$160.00
Cabaret, nightclub, liquor or package store	\$265.00	\$265.00
Rock quarries, lake excavations and/or filling thereof	\$315.00	\$160.00
Circus or Carnival (per week)	\$185.00	\$185.00
Open lot uses	\$125.00	\$105.00
Land clearing, subsoil preparation	\$110.00	\$125.00



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SPECIAL EVENT PERMIT APPLICATION (Page 1 of 2)

Application Date: _____

Permit No: SE _____

Fee Charged: _____

Check No. _____

EVENT DESCRIPTION:

Title of Event: _____

Date of Event: _____

Event Location: _____ (Attach Site Diagram)

Description: _____

Event Hours: _____ Set-up: _____ Breakdown: _____

Estimated Attendance: _____ /per day

Sponsors: _____

Producing Organization/Entity: _____

Contact Person: _____ Phone: _____

APPLICANT INFORMATION:

Signature: _____

Name (Please Print): _____

Mailing Address: _____

Phone: _____ Fax: _____

Cellular/Pager: _____

**A Special Event Fee must be submitted with this application
(Any Fire Rescue fees must be paid separately)**



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SPECIAL EVENT PERMIT APPLICATION (Page 2 of 2)

VILLAGE DEPARTMENT APPROVALS:

Application Date: _____

Event Date: _____

Title of Event: _____

Event Location: _____

DEPARTMENT	APPROVED	REJECTED	DATE
Building			
Electrical			
Mechanical			
Plumbing			
Zoning			
Public Works			
Recreation			
Police			
Fire Rescue			
Village Manager			

Applicant has received a copy the Village of Key Biscayne Noise Ordinance _____
(Applicant initials)